

**COMMITTEE OF THE WHOLE
PUBLIC WORKS & OPERATIONS COMMITTEE
FINANCE & ADMINISTRATION COMMITTEE**

St. Clair Township Civic Centre
Committee Room #1
March 20, 2017
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, March 20, 2017 with the following people present:

| | |
|-----------------|--|
| J. Agar | Chairperson, Finance & Administration |
| P. Gilliland | Chairperson, Public Works and Operations |
| S. Arnold | Mayor |
| J. De Gurse | Councillor |
| D. Randell | “ |
| Steve Miller | “ |
| Staff: J. Rodey | CAO |
| J. Baranek | Director of Administration/Clerk |
| C. Quenneville | Treasurer |
| B. Black | Director of Public Works, Operations & Engineering |
| L. Kennedy | Director of Community Services |
| W. Anderson | Fire Chief |

Regrets: T. Kingston, Councillor

**TOWNSHIP OF ST. CLAIR
FINANCE AND ADMINISTRATION COMMITTEE
AGENDA**

St. Clair Township Civic Centre
Committee Room #1
March 20, 2017
3:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the month of February, 2017

3. STATEMENT OF FINANCIAL POSITION:

4. TREASURER’S REPORT:

- A-1 – Approved 2017 Operating Budget

5. DIRECTOR OF COMMUNITY SERVICES’ REPORT:

- Monthly Report

6. FIRE CHIEF’S REPORT:

- Monthly Report

7. DEPUTY CLERK/COORDINATOR OF PLANNING’S REPORTS:

- Information Only: Planning/Development Summary
- Open House - Merlink Communications Inc.

8. NEW BUSINESS:

9. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

GENERAL ACCOUNTS:

The Committee reviewed the list of General Accounts and, after brief clarifications, it was:

Moved by J. De Gurse

Seconded by D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the month of February 2017, starting with supplier number 876002 to YEL001 totaling \$1,685,506.84 be approved.

CARRIED

TREASURER'S REPORT:

Moved by P. Gilliland

Seconded by D. Randell

Motion #2 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated March 17, 2017 related to the 2017 Operating Budget be received and that Council approve the attached 2017 Operating Budget as of March 8, 2017.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #3 That it be recommended to Council that \$200 be donated to the 2017 Alan Day Charity Open Golf Tournament.

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by S. Miller

Seconded by J. De Gurse

Motion #4 That it be recommended to Council that the monthly report submitted by the Director of Community Services – Linda Kennedy dated March 15, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #5 That it be recommended to Council that the Director of Community Services be authorized to purchase a replacement tractor for the Kubota L4310 for the Golf Course at an estimated cost of \$20,000 and that irrigation upgrades be approved at a cost of \$18,000, both to be funded by the Golf Course reserve.

CARRIED

Moved by D. Randell

Seconded by J. De Gurse

Motion #6 That it be recommended to Council that the controlled burn at Branton Cundick Park only be approved once insurance is confirmed and the Fire Department, CAO's office and Director of Community Services are satisfied.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #7 That Johnny Gaulton be provided an audience with the Committee of the Whole.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #8 That the local residents around Van Damme Park be invited to a public meeting prior to a land acquisition for the proposed expansion of the Park.

CARRIED

FIRE CHIEF'S REPORT:

Moved by J. De Gurse

Seconded by P. Gilliland

Motion #9 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson dated February 21, 2017 be received as information.

CARRIED

Moved by D. Randell

Seconded by J. De Gurse

Motion #10 That it be recommended to Council that approval be provided to the Fire Chief to attend the Fire Department Instructor Conference on April 27-29, 2017 in Indianapolis.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #11 That it be recommended to Council that authorization be provided to Fire Marque to collect insurance money related to a fire in the Township as discussed on page two of Fire Chief Anderson's monthly report.

CARRIED

DEPUTY CLERK/COORDINATOR OF PLANNING'S REPORTS:

Moved by D. Randell

Seconded by J. De Gurse

Motion #12 That it be recommended to Council that the Information Only: Planning/Development Summary report submitted by Deputy Clerk – Caroline De Schutter dated March 15, 2017 be received as information.

CARRIED

Moved J. De Gurse

Seconded by S. Miller

Motion #13 That it be recommended to Council that the report submitted by Deputy Clerk – Caroline De Schutter with regard to the Open House – Merlink Communications Inc. held on March 13, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #14 That Mayor Arnold draft a letter in response to Merlink's Public Meeting responses to Tyler Casselman to clarify communication provided by the Township related to the application for grant funding.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by D. Randell

Motion #15 That an email dated March 15, 2017 submitted by Wayne Wilbur related to grant funding for natural gas service be received as information and that staff be directed to investigate available grants and contact the author.

CARRIED

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

Motion #16 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:00 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

**TOWNSHIP OF ST. CLAIR
PUBLIC WORKS & OPERATIONS COMMITTEE
AGENDA**

St. Clair Civic Centre
Committee Room #1
March 20, 2017
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

- Monthly Report
- Sign Reflectivity
- Share the Road Signs – Brigden Road
- Dust Suppressant
- Gravel Hauling

3. COORDINATOR OF OPERATIONS' (WATER) REPORTS:

- Monthly Report
- Courtright WWTP Odour Control Unit
- Corunna Force Main Air Relief Valves

4. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- LaSalle Line Watermain Update
- 2017 Geotechnical Investigations – Request for Quotation
- Clean Water and Wastewater Fund (CWWF)

5. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

6. WATER/WASTE WATER SPECIALIST'S REPORT:

- Phosphorus Management for St. Clair Township Wastewater Treatment Facilities

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

Moved by D. Randell

Seconded by J. De Gurse

Motion #1 That it be recommended to Council that the following reports submitted by the Coordinator of Operations (Roads) be received as information:

- Monthly Report
- Sign Reflectivity
- Share the Road Signs
- Dust Suppressant
- Gravel Hauling

CARRIED

Moved by D. Randell

Seconded by J. De Gurse

Motion #2 That Council approve the recommendation that the Township procurement policy be waived for economic benefits, and that the quote from Advantage Date Collection is approved in the amount of \$16, 179.84 (including net HST) per year for the next 3 years of inspection of sign reflectivity, to be paid from the 2017 operations 'sign budget'.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended that Council denies the request to install "Share the Road" signs along Brigden Road.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #4 That Council approve the recommendation that the Township procurement policy be waived for economic benefits and that the quote submitted by Pollard Highway Products Ltd. in the amount of \$0.05 per liter for the 'Supply and Application of Chloride Based Liquids for Dust Suppressant' be accepted.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #5 That Council approve the hiring of McKenzie Henderson Ltd. based on an hourly rate of \$125.00 per hour, per truck, to assist in the hauling of approximately 18,000 tonnes of gravel for the 2017 season.

CARRIED

COORDINATOR OF OPERATIONS' (WATER) REPORTS:

Moved by D. Randell

Seconded by J. De Gurse

Motion #6 That it be recommended to Council that the following reports submitted by the Coordinator of Operations (Water) be received as information:

- Monthly Report
- Courtright WWTP Odour Control Unit
- Corunna Force Main Air Relief Valves

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #7 That staff follow up with the four property owners whose basements flooded as a result of a malfunction at the Sombra Pump House and that the Backflow Preventer Valve policy be suggested.

CARRIED

Moved by J. Agar

Seconded by J. De Gurse

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Operations (Water) dated March 15, 2017 titled Courtright WWTP Odour Control Unit be tabled to allow staff to clarify the proposed process.

TABLED

Moved by D. Randell

Seconded by J. De Gurse

Motion #9 That it be recommended to Council that the report submitted by the Coordinator of Operations (Water) dated March 15, 2017 titled Corunna Force Main Air Relief Valves be received as information and that Council approve trial installations of two carbon canisters on the air relief valves located closest to the Corunna pump station at an estimated cost of \$3,200.00/unit, to be paid from the remaining unused capital funds from the permanent covers at the Corunna Pump Station. CH2M will monitor the results of the trial with an "Odialog" unit in the air relief chambers to monitor H₂s levels for 2-3 days per chamber. If the trial is proven successful an additional 4 units will be recommended to be located closest to the Corunna pump station at a cost of \$3,200.00 each.

CARRIED

COORDINATOR OF ENGINEERING'S REPORTS:

Moved by S. Arnold

Seconded by D. Randell

Motion #10 That it be recommended to Council that the following reports submitted by the Coordinator of Engineering be received as information:

- Monthly Report
- LaSalle Line Watermain Update
- 2017 Geotechnical Investigations – Request for Quotation
- Clean Water and Wastewater Fund (CWWF)

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated March 13, 2017 titled Clean Water and Wastewater Fund (CWWF) be received as information and that staff be authorized to commence with the design and consultant procurement for the proposed CWWF projects prior to receiving official grant approval.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORT:

Moved by J. De Gurse

Seconded by D. Randell

Motion #12 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated March 15, 2017 be received as information.

CARRIED

Moved by J. De Gurse

Seconded by S. Arnold

Motion #13 That it be recommended that Council approve the replacement of the access culvert located at SE Pt. Lot C, concession 9, French Line, within the Sweeney Drain by a suitable and qualified contractor as a maintenance expense to the Drain and that the proponent pay for 100% of the extension.

CARRIED

WATER/WASTE WATER SPECIALIST'S REPORT:

Moved by D. Randell

Seconded by S. Miller

Motion #14 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated March 10, 2017 with regard to Phosphorus Management for St. Clair Township Wastewater Treatment Facilities be received as information.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing as there was no further business for the committee to discuss, it was:

Moved by S. Miller

Seconded by D. Randell

Motion #15 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 4:45 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary